

# **PARENT HANDBOOK**

## **2016-2017**



**St. Michael's School**  
**15542 Pomerado Road**  
**Poway, California 92064**

SCHOOL OFFICE PHONE: (858) 485-1303  
SOUTH CAMPUS FAX: (858) 485-5059  
NORTH CAMPUS FAX: (858) 451-8213

**SCHOOL OFFICE BUSINESS HOURS: 7:30 AM until 3:00 PM**

PARISH OFFICE PHONE: (858) 487-4755  
ESS PHONE: (858) 487-3958

WEBSITE: [www.smspoway.org](http://www.smspoway.org)

**Pastor:** Father Mel Monreal  
**Principal:** Mrs. Kathleen M. Mock  
**Vice Principal:** Mrs. Teresa L. Gase

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St. Michael's School is an elementary and junior high school accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). The school received a six-year clear accreditation in its last review in 2012-2013.

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# **I. ADMINISTRATIVE INFORMATION**

## **MISSION STATEMENT**

With Jesus Christ as our model, St. Michael's School guides students to grow in faith, knowledge, and character, and prepares them to be active members in the Church and community.

## **PHILOSOPHY**

The students of St. Michael's School learn in a Christ-centered environment that fosters the formation and growth of the whole child. In dynamic partnership with parents as primary educators, students are valued and appreciated for their unique gifts and talents, and they are encouraged to grow and develop spiritually, morally, intellectually, physically, socially, and emotionally.

The parents, administration, faculty, and staff of St. Michael's School believe that we are called to proclaim the Good News, foster community, and serve God's people. Students engage in prayer and reflection, actively participate in liturgical celebration, serve the faith community, and demonstrate Catholic values and virtues. We guide students to make informed decisions, to lead by example, to think critically and creatively, to be compassionate, responsible, and moral, and to respect the dignity of others.

The goal of the school community is to provide an exemplary Catholic education. With a balanced and rich curriculum comprised of challenging and multidisciplinary academic instruction supported by the latest technologies and enhanced by a wide array of non-academic opportunities, St. Michael's School encourages students to recognize and appreciate learning as an engaging and enjoyable lifelong process.

Aware of our primary mission as effective instruments of the educational ministry of the Church and witnesses to the love of Christ of all people, St. Michael' School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities of the school.

## **VISION STATEMENT OF INCLUSION**

St. Michael's School will provide a Catholic education to all students through a culture of inclusion when this can be accomplished within the school's staffing, spatial, and fiscal resources. Educators will support the individual needs of students through the use of accommodations, individualized instruction, and adaptive curricula.

## **SCHOOL HISTORY**

St. Michael's School was founded by Reverend Michael Coughlan in 1964. It comprised grades one through six and was staffed by the Sisters of St. Clare. In 1971, the Sisters of Mercy agreed to staff the school. Under the leadership of Sister Celestine Callaghan, Kindergarten, seventh, and eighth grades were added. Our second pastor, Monsignor Joseph Finnerty, joined St. Michael's Parish in 1984, and in 1992, Mr. Jim Gase was appointed principal. Because of a growing student waiting list, the decision was made to expand the school by adding a second class to each grade. In 1997, a second Kindergarten was added, and a new class was added each subsequent year through 2005, when all grades, Kindergarten through eight, had double classes. Grades four through eight moved into a newly built facility in the spring of 2003. The new buildings, South Campus, house a science lecture room with adjoining state-of-the art lab, an art room, and a library/resource room, as well as twelve classrooms, and a full-size sports field.

In 2006, Mrs. Kathleen Mock was appointed principal. Over the next ten years, St. Michael's School established a Resource Program to serve the needs of a wider group of students, launched Preschool Programs for three and four-year-olds, engaged the services of a School Counselor, and added numerous co-curricular and after-school activities to enhance student learning. Monsignor Neal Dolan, joined St. Michael's Parish in July 2001. His vision to build an additional facility, The Holy Family Center, was realized in March 2011. The Holy Family Center houses an auditorium, stage, and meeting rooms and is used by both the parish and the school for concerts, theater productions, retreats, conferences, adult education, and social gatherings. From July 2014 to August 2016, Father John Dolan served as our community's fourth pastor, and in October 2016, Father Mel Monreal was appointed pastor of St. Michael's Parish and Superintendent of St. Michael's School.

Over fifty years after opening, St. Michael's School remains grounded in a devotion to faith and commitment to service, which so aptly reflects the charism of the religious orders that provided its foundation. New signage was installed in 2011 for each of the homerooms and offices depicting the 21 Franciscan Missions, the beginnings of our Catholic faith in California. These markers serve as daily reminders of the Sisters of St. Clare and their affiliation with St. Francis. Our service group, *Mercy Corps*, in honor of the Sisters of Mercy, leads the school in service projects throughout the year, and our school library is dedicated to the Sisters of Mercy who served at the school for over 40 years.

## **SCHOOL ADVISORY COUNCIL**

The general purpose of this board is to support and implement the philosophy of St. Michael's School, whose aim is to integrate the teaching of gospel values within the total curriculum, and to create an environment where a Catholic Christian community can be experienced through liturgy, Sacraments, and social action.

The role of this board is advisory in nature, and not administrative of the school. It makes recommendations to the principal and pastor regarding finance, advancement, technology, the physical plant, and public relations. It also acts as a sounding board for policy formation. Members of the current School Advisory Council may be found on the school website.

## PARENT-TEACHER GROUP (PTG)

The purpose of this organization is:

- To bring about a closer relationship between the school, the home, and the parish
- To give its members spiritual and material support without which the school could not function efficiently and effectively

It is the task of the PTG:

- To foster spiritual unity among parents, teachers, students, administration, and parish members

All parents and/or guardians of children presently attending St. Michael's School are automatically members of the PTG. Active involvement in this organization will have its own rewards and demonstrates interest in the progress of students.

Parents will receive notice of PTG sponsored events via e-mail. The current PTG board may be found on the school website.

## DAILY SCHEDULE

### Preschool

(see also Preschool Parent Handbook)

Starting Time	.....	Morning Classes: 8:00 AM
Dismissal	.....	Morning Classes: 11:00 AM
Lunch Bunch	.....	11:00 AM – 12:00 PM
Morning Care	.....	7:30 – 8:00 AM
Afternoon Care	.....	12:00 AM – 5:30 PM

### North Campus: Grades K – 3

Starting Time	.....	7:55 AM
Recess	.....	9:45 AM – 9:55 AM
Lunch	.....	11:35 A.M. – 12:05 PM
Dismissal	.....	2:30 PM
Wednesday Dismissal	.....	2:00 PM

### South Campus: Grades 4 – 8

Starting Time	.....	7:55 AM
Recess	.....	9:45 AM – 9:55 AM
Lunch	.....	11:35 AM – 12:05 PM
Dismissal	.....	2:45 PM
Wednesday Dismissal	.....	2:10 PM

## EXTENDED SCHOOL SERVICES (ESS) HOURS for Grades K-8

### North Campus

Morning	.....	6:30 AM – 7:30 AM (in Art Room)
Afternoon	.....	2:30 PM – 6:30 PM (in Library) (Wednesdays 2:00 PM – 6:30 PM) (Minimum Days 12:15 PM – 6:30 PM)

### South Campus

Morning	.....	6:30 AM – 7:30 AM (in Art Room)
Afternoon	.....	2:45 PM – 6:30 PM (in Library) (Wednesdays 2:10 PM – 6:30 PM) (Minimum Days 12:15 PM – 6:30 PM)

### Minimum Day Schedule

Normal minimum days are 7:55 AM until 12:15 PM, unless otherwise noted.

NOTE: It is Important to check the calendar on RenWeb so that child(ren) will be picked up as promptly as possible each day after dismissal. This will reduce the need for phone calls.

## ADMISSIONS

### ADMISSIONS POLICY AND PRIORITIES

Mindful of our mission to be witnesses to the love of Christ for all, St. Michael's School admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Michael's School does not discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. **No person shall be admitted as a student unless that person and his/her parent subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school.**

- I. Preference for admission will be given in the following priority:
  - A. **First Priority** – Registered, active (parents involved as lectors, ushers, choir members, teachers of religious education, etc.), supporting members (those who attend church on a regular basis and contribute a minimum of \$10.00 per Sunday for the financial support of the parish) of St. Michael's Parish.
  - B. **Second Priority** - Registered, active, supporting members (as described in A) of neighboring parishes (i.e., San Rafael, St. Gabriel, Our Lady of Mt. Carmel, and Immaculate Heart of Mary).
  - C. **Third Priority** - (1) Registered, supporting members of St. Michael's Parish. (2) Registered, supporting members of neighboring parishes.



- D. **Fourth Priority** - (1) Registered, non-supporting members of St. Michael's Parish.  
(2) Registered non-supporting members of neighboring parishes.
- E. **Fifth Priority** - Registered, active, supporting members (as described in A) of Catholic parishes other than named in B.
- II. Siblings of students already enrolled in St. Michael's School will be given preference as outlined in A, B, and C. Appropriate consideration will be given to the date on which initial admission application and all required information were submitted.
- III. Non-Catholic students whose parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of St. Michael's School and the Diocese may be admitted if there is an opening and all priority applications have been fulfilled.
- IV. Catholic school transfers may be accepted during the school year if there is an opening. **Applications for admission into Grade 8 are limited to students transferring from another Catholic school.**
- V. Applications for admission into the Three-Year-Old and Four-Year-Old Preschool programs, as well as for admission into Kindergarten and First Grade must meet the age requirements set by St. Michael's School:
  - a. 3-Year-Old Preschool Program: Applicants must be three by September 1 of the year of attendance
  - b. 4-Year-Old Preschool Program: Applicants must be four by September 1 of the year of attendance
  - c. Kindergarten: Applicants must be five by September 1 of the year of attendance
  - d. First Grade: Applicants must be six by September 1 of the year of attendance
- VI. The school office will maintain a waiting list of each of the priorities listed above. As an opening occurs, the wait-listed students will be contacted in order of priority. No one will be considered for an opening until ALL required information is received and verified.

## **ADMISSION REQUIREMENTS**

1. Baptism, Birth, First Reconciliation, and First Communion Certificates, and Immunization Record must be presented, as well as the child's most recent report card. Health records and transcripts are requested from the previous school by the administration.
2. The principal will interview parents and new students.
3. Conduct grades must be in accordance with our discipline policy.
4. Admissions screening, conducted by St. Michael's School, must show the child's ability to be successful.
5. Parents agree to actively support the spiritual, academic, volunteer, and fundraising programs of the school.
6. Immunization and health screening requirements must be met before admission.
7. Copies of I.E.P.'s, medical conditions, psychological or other academic testing must be supplied. Failure to disclose these documents is considered grounds for dismissal.

## **IMMUNIZATION AND HEALTH SCREENING**

No student may be admitted unless he/she has complied with California immunization and health screening requirements. Up-to-date immunization records must be presented to the school office prior to the student entering school. Parents should notify the school office if their child is scheduled to receive required immunizations after the start of school.

Preschool (3 and 4 -year-olds):

Physician's Report completed	
DTP	4 doses
Polio	3 doses
Hep B	3 doses
MMR	1 dose
Hib	1 dose
Varicella	1 dose

Kindergarten:

DTP	5 doses
Polio	4 doses
Hep B	3 doses
MMR	2 doses
Varicella	1 dose or physician documentation of disease

First Grade:

A complete physical examination, within 18 months prior to admission, performed by a physician or nurse practitioner

A Health Department form completed at the time of the physical  
(The school can provide this form.)

Seventh Grade:

Pertussis booster

Transfer Student:

Copy of immunization record, which must be up-to-date before admission

### **New Students to California Schools**

Parents/guardians are required to present their child's provider-documented Immunization Record prior to school admission. This record must include:

- Student name and date of birth
- Type and date (month, day, and year) of each dose of vaccine
- Stamp of physician or clinic that administered each vaccine dose

### **AGES OF ADMISSION**

A child who is three years of age by September 1, and who is toilet trained, may be admitted into the 3-Year-Old Preschool Program.

A child who is four years of age by September 1, and who is developmentally ready, may be admitted into the 4-Year-Old Preschool Program.

A child who is five years of age by September 1, and who is developmentally ready, may be admitted into Kindergarten.

A child who is six years of age by September 1, and who is developmentally ready, may be admitted into First Grade.

The school will use an assessment process to determine developmental readiness.

All children must be toilet trained.

## **READMISSION POLICY**

When parents withdraw a child or children from St. Michael's School, it is expected that those children will not return to the school in the future. There are some circumstances, however, which may be deemed appropriate for consideration:

- Families who have withdrawn children from the school must have left in good financial standing.
- Families must have notified the principal and/or pastor of the reasons for their withdrawal at the time the withdrawal was made, and a Withdrawal Form must have been completed. Catholic families must have remained registered, contributing members of a Catholic parish.
- Families who move out of the area may be readmitted if they return to the area. Pending the availability of openings, priority will be given to those families who left the school in good standing, having honored all their financial and service commitments, notified the school of the transfer, and placed their children on the waiting list. (Registered, actively involved, contributing parishioners who have been on the list longer than the transferred family, will be given some preference when a space opens.) Additional consideration will be given to those families whose children continued to attend a Catholic school in the area in which the family resided.
- At certain times, a child may have needs that St. Michael's School may not be able to meet. If the child is transferred based upon the recommendation of the teacher and principal, that child may be considered for readmission after several conditions are met. First, there must be written documentation from an educational and/or medical representative that the needs the child had have been met and can continue to be met without the expectation of extraordinary services from St. Michael's School. Second, the child must perform satisfactorily on the St. Michael's School readmission screening. The parents understand and agree that the child will be admitted on probationary status, thereby giving the school a chance to more adequately assess if it can meet the student's current needs.
- Due to financial hardship, a family may not be able to meet its tuition obligation to St. Michael's School, even after having applied for and been approved for tuition assistance. Such hardship may include, but is not limited to loss of employment, death of a spouse, divorce or separation, physical disability, casualty, or business losses. If a family's financial condition improves to the point where it can meet its tuition obligation, such family's child(ren) may be considered for readmission after meeting with the principal who will determine the family's current ability to pay.
- The same criteria for job transfer readmission, except for enrollment in another Catholic school, will apply.

- Removal of a child from school solely due to a parent's dissatisfaction with the curriculum or a teacher will not be considered as a reason for readmission, nor will someone having left school due to anticipated dissatisfaction with a future teacher or curriculum be considered a justifiable reason.
- If a child is readmitted and then withdraws for a second time, no consideration will be given for any future return to St. Michael's School.

### **READMISSION OF CONTINUING STUDENT**

- Tuition from the previous year must be paid in full.
- The Family Service Hours Commitment must be completed in full.
- The student has proved to be a potential scholar, a youth with ideals, a youth who will put his God-given talents to use.
- The student must have the minimum conduct grade of "C" or above.
- Parents gave full support of all programs listed in #5 in ADMISSION REQUIREMENTS.

### **NEW STUDENT PROBATION POLICY**

St. Michael's School wishes to facilitate the academic growth of the students it accepts. Because of limited resources, the school may not be able to meet the needs of particular children. With that in mind, all students transferring into St. Michael's School are accepted with an understanding that they are on probationary status for their first year. Students who complete their first year having satisfactorily demonstrated age appropriate emotional, social, intellectual, and academic development will be removed from probation. Any decision regarding students who may return on probationary status will be made after considering all facts related to the particular student's development, which includes:

- Conferences with the parents and student
- Reviewing the various data collected by the administration and teachers throughout the school year
- Agreement by both student and parents that they will adhere to the conditions set forth, as well as any accommodations made, which the administration believes may be necessary to promote the student's development
- Understanding that if the school determines the child's needs cannot be met; parents will need to seek an alternative placement for their child.

# ATTENDANCE

## ABSENCES

Prompt and regular attendance is important. A student can never make up a day he/she has missed, even though the student may go over assignments that were given.

On the morning of a child's absence, **parents are required to notify the office by telephone before 9:00 AM.**

If a student is absent three days or more, a note from a medical provider must be submitted to excuse the absence(s). If a student is absent more than fifteen (15) days during a report period, grades may be withheld.

California compulsory education laws require children between six and eighteen years of age to attend school, with a limited number of exceptions. In the event of chronic absence, the school will notify the School Attendance Review Boards, California Department of Education. Promotion may also be in jeopardy.

## DOCTOR/DENTAL APPOINTMENTS

Parents are asked to keep medical and dental appointments during school hours to a minimum. A student is legally credited for attendance when a written certification from the doctor or dentist's office is presented upon return to school.

## FAMILY VACATIONS

Parents should arrange vacation plans to coincide with vacations on the school calendar. If it is necessary to miss school for trips or family reasons, the parents should discuss this with the classroom teacher. **School textbooks may not be taken on vacation.**

## LEAVING SCHOOL EARLY

Parents are asked to call the school office prior to 9:00 AM if a child will be leaving school for an appointment. The parent or an authorized adult representative must sign out any student leaving the school during school hours. Students returning to school following an appointment must also be signed in by the parent, or an authorized adult representative at the school office, and receive a class admit slip. Parents or authorized adult representatives not known to office personnel will be asked to present identification.

## PARTICIPATION IN SCHOOL EVENTS

Students must be in attendance for half the school day (3.5 hours) if they wish to participate in extra-curricular activities (such as after-school sports, clubs, and dances).

## TARDINESS

It should be a rare occasion that a student is late for school. Parental cooperation is requested in order to keep tardiness to an absolute minimum. **Students who are not in line with their homeroom class at the conclusion of Morning Assembly are considered tardy. All students who are tardy must be signed in at the school office by a parent for a tardy slip in order to enter class.** Teachers are required to document tardiness as part of their legal responsibilities.

Middle School students (Grades 6-8) who are tardy more than three times in a quarter will be assigned detention. If tardiness persists, a parent-teacher-principal-student conference will take place in order to carefully examine the situation. Tardiness is recorded as excused only in circumstances that could not be avoided, such as illness or severe traffic.

Students who attend or altar serve at the parish morning Mass should remain in church until Mass is concluded. Those students will not be marked tardy, but must still report to the school office to receive a class admit slip.

## **COMMUNICATION**

### **SCHOOL COMMUNICATION WITH PARENTS**

An efficient system of communication between the school and the home is essential for maximum cooperation and understanding. Our regular channels of communication are as follows:

- RenWeb, our online school management program
- *Messenger*, a weekly newsletter, emailed to parents on Fridays
- *From the Principal*, a Monday email message from the principal
- School website: [www.smspokay.org](http://www.smspokay.org)
- PTG correspondence
- Email
- Voice mail emergency message system through RenWeb

### **TEACHER COMMUNICATION WITH PARENTS**

Teachers communicate with parents in a number of ways:

- Email
- Contact by phone
- Annual Parent-Teacher Conferences
- Other scheduled conferences as deemed necessary

### **EMAIL**

Staff should only communicate announcements or schedule appointments via email. Because all information on email is considered part of the public domain, and to ensure confidentiality regarding student records, it is best to address behavioral or academic concerns by phone or in person.

### **COMMUNICATION WITH TEACHERS/ADMINISTRATORS**

Teachers will not be called to the phone during school hours. A message for a teacher may be left on his/her voice mail or by email. (All email accounts are the teacher's first name, a dot, their last name, then @smspokay.org.) Teachers will make every effort to respond within 48 hours. Written notes may also be sent to the teacher. Private phone numbers of teachers will not be given out, as teachers should not be called at home concerning school business.

Complaints or concerns should be handled at the most immediate level possible. If you have a question regarding a classroom situation, please discuss it with your child's teacher. Our faculty is very responsive and understanding, and more than willing to help resolve problems. Only after such attempts have failed, or if there is a question pertaining to school policy, should the vice principal or principal be contacted.

Communication with teachers via email, voice mail, or letters must be conducted in a positive and courteous manner. Parents should address concerns in such a way that agreement or compromise may be reached. The administration retains the right to call a meeting with parents who do not follow these guidelines.

### **PARENT/TEACHER/STUDENT RELATIONS**

Parents should not engage in speech or action, with or about parents, faculty, administration, or students, which would compromise any person involved with the school.

### **MARITAL/CUSTODIAL ARRANGEMENTS**

Parents must notify the school in the event there are any changes in marital or custodial arrangements. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

## **DISASTER PREPAREDNESS**

### **FIRE DRILLS**

Students, faculty, and staff take part in unannounced monthly fire drills. All volunteers and visitors who are on campus at any time during a fire drill are expected to participate and follow the directions of teachers or office staff.

### **EARTHQUAKE DRILLS**

Students, faculty, and staff take part in a minimum of one earthquake drill per semester. When these take place, all adult volunteers and visitors are expected to participate as well. When the drill begins, the teacher instructs the students to duck and cover. Students are to remain in that position until instructed to exit the classroom by the teacher. Students, at times, may practice duck and cover drills in the church in order that they may be prepared if an earthquake should occur while they are attending liturgical services.

The school maintains a three-day supply of earthquake provisions for staff and students should circumstances dictate that students remain on campus for an extended period of time.

If a family is on its way to school and a major earthquake strikes, the family should return home. If a family has just left the school grounds and a major earthquake occurs, the family should continue to proceed home. Were a major earthquake to occur, local phone lines could be disrupted.

Therefore, all families should make arrangements to give their children a phone number of a relative who lives outside the local San Diego area (preferably someone who lives out of state) who will serve as a family contact person whom they will be able to update with their status and whereabouts.

## **LOCK DOWN DRILLS**

Students, faculty, and staff will participate in a minimum of two lock down drills per year. Volunteers and visitors on campus while the drills take place will be expected to participate.

The school has two types of lock down drills. The first prepares the school to secure the campus if some form of police action or emergency were to occur near the school. In this drill, window coverings are closed. Students will remain in the classrooms, and teachers will ordinarily continue with instruction. During an event requiring this type of action, no one will be admitted or allowed to leave campus until the school has received word that it is safe to reopen the campus.

The second type of lock down drill prepares students to take appropriate precautions were an emergency to develop on campus. Students take positions of safety within the classrooms or ancillary rooms on campus. Police and school officials, in an actual lockdown, will work together to determine the time and place for the release of students to those listed in the emergency contact fields on Ren Web.

**In the event of a fire or earthquake, all students will be moved to the South Campus field where they will be released to those persons listed in the emergency contact fields on Ren Web. In the event of a lock down, once it is safe to do so, students will be moved to the church where they will be released to those persons listed in the emergency contact fields on Ren Web.** Hard copies of each student's emergency contacts are kept in each office as well as in ESS.

## **EXTENDED SCHOOL SERVICES (ESS)**

St. Michael's School provides child-care for students who are registered and attending St. Michael's School in Kindergarten through Grade 8. The monthly school tuition must be current for a child (or children) to participate.

### **Hours of Operation:**

<b>Morning ESS</b>	6:30 – 7:30 AM (Art Room)
<b>North Campus</b> (begin on NC field, continue in Library)	
Monday, Tuesday, Thursday, Friday	2:30 – 6:30 PM
Wednesday	2:00 – 6:30 PM
Minimum Days	12:15 – 6:30 PM
<b>South Campus</b> (in Library)	
Monday, Tuesday, Thursday, Friday	2:45 – 6:30 PM
Wednesday	2:10 – 6:30 PM
Minimum Days	12:15 – 6:30 PM

**ESS IS CLOSED DURING SCHOOL HOLIDAYS AND VACATIONS.**



## **Discipline Policy**

Students registered in the program must abide by all school rules; ESS will follow the school's discipline policy pertinent to each grade level. Consistent failure to abide by the rules on the part of either parent or child will result in dismissal from the ESS program.

## **Drop-In Availability**

Parents must notify the Director of ESS to request space by calling or texting (858) 487-3958.

Parents whose children would otherwise be expected at ESS are asked to notify ESS if their child is going home with someone for a play date, attending a scout meeting, participating in a sports event after school, or for some reason will not be at ESS.

Students who arrive on campus prior to 7:30 AM in the morning must report to Morning ESS in the Art Room and parents will be billed for this service. Students who are not picked up by 2:45 PM on North Campus or 3:00 PM on South Campus (2:30 PM on Wednesdays; 12:30 PM on minimum days) will be sent to ESS and parents will be billed for this service. Current ESS rates may be found on the school website.

# **FINANCES**

## **ANNUAL GIVING**

Annual Giving is comprised of all monetary gifts to the school - both designated and non-designated, as well as revenue from fundraising programs and special events. These funds are necessary to maintain the financial strength and program/curricular excellence of St. Michael's School. In addition to tuition payments, all families are expected to contribute, based on their resources, to the school's Annual Giving program.

### **Restricted Donations**

Donors may wish to designate their contribution to the Technology Fund, Tuition Assistance Fund, or any other area they specify.

### **Unrestricted Donations - The Fund for St. Michael's School**

Donations to The Fund for St. Michael's School are unrestricted donations. The school is free to allocate funding to the most pressing needs, but generally these funds will support Co-Curricular programs.

### **Scrip Program**

Parents are encouraged to purchase gift cards through our Scrip Program. The school purchases gift cards at a reduced rate and sells the cards at face value. The school retains the difference and applies the funds toward school programs.

### **Special Events**

The main special event fundraisers of the school year are the Golf Tournament, Fall Festival, and Spring Social. We rely on parents to support these events.

## SERVICE HOURS

Each family is expected to provide twenty (20) hours in service to the school per year; a minimum of ten hours must be in support of fundraising events. Single parent families are required to serve ten (10) hours; five hours must be in support of fundraising events. Families of eighth grade students must complete all required hours by May 15. By May 31, if service hours have not been completed, a child's registration for the following year will not be finalized, potentially jeopardizing the child's continued attendance at St. Michael's School.

Parents may serve in a variety of ways, for example, by assisting with fundraisers, helping in the classroom, or driving on field trips.

Active participation in school fundraisers, either in preparation, running the fundraiser, or clean-up will be credited toward fundraising hours requirements. Attendance or the purchase of tickets will not be credited to your fundraising hours.

In terms of soliciting a donation or sponsorship for a fundraising event, the time an individual spends counts toward fundraising hours, generally about one hour per donation or sponsor. The value of the donation or sponsor has no bearing on fundraising hours as the donor receives the tax benefit plus appropriate appreciation. If a school family makes a donation from their own business or purchases an item to donate (with receipts attached), they receive one fundraising hour for every \$40 they spend. **If a school family sponsors an event, no fundraising hours will be received** as sponsors receive other benefits.

Parents may elect to complete up to ten hours by serving in a non-fundraising capacity. For example, they may assist the teacher in the classroom, volunteer in the computer lab or library, coach an after-school sport, or monitor lunch recess duty. **(For safety reasons, parents may not bring small children to volunteer for South Campus lunch recess.)**

St. Michael's School wishes to support parish programs; therefore, up to five hours may be earned by assisting with Religious Education, St. Michael's Children's Choir, and Children's Liturgy.

To submit completed hours, parents log in to the school website, and follow the prompts. Hours must be recorded within 30 days of completion. Chairpersons or staff members will review hours and approve them.

If an exceptional circumstance arises which prevents a family from completing service hours within the allotted time, it is the responsibility of the parent to contact the administration to discuss what options might be available to meet the requirement. However, a child's re-enrollment will not be finalized until the option selected and agreed upon by both parents and the administration is fulfilled.

**All obligations must be fulfilled prior to the 8<sup>th</sup> grade class trip and graduation. Students will be denied participation if these obligations are not met.**

## TUITION

### Registration Fees

A registration fee of \$350 per child for returning students and \$450 per child for new students is due on April 1, for the following school year. The registration fee covers educational materials (books and supplies), testing fees, and FACTS enrollment fees. **The registration fee is non-refundable.** For families with **multiple children** enrolled in St. Michael's School, the registration fees may be paid over two months, April and May.

The following additional fees are due on April 1 for the following school year:

Sixth Grade Outdoor School Fee: \$275

Eighth Grade Class Trip and Graduation Fee: \$275

Each school family is required to support our Spring Social fundraiser, which provides revenue for Capital Improvements and Maintenance. Your \$100 donation will be charged to your FACTS account on October 1. For your donation, you will receive two tickets to the Spring Social.

### Tuition Agreement

Every parent or guardian who enrolls a child in the school must sign a written agreement. Parents, to the best of their ability, must strive to abide by Christian values, pledge cooperation and support, and comply with all school policies and regulations, and pay specified tuition and fees, including those governing tuition delinquencies.

### Tuition Assistance

Tuition assistance is available for a limited number of families in financial need. Applications for tuition assistance may be completed through FACTS beginning February 15.

### Tuition Payments

The tuition fee schedule for the current year may be found on the school website. Tuition is based on an annual fee and can be paid fully in advance, in two installments (June and November), in 10 monthly installments (June – March), or 12 monthly installments (June – May). **Tuition payments are non-refundable.** Tuition is processed through FACTS, a third-party tuition management program. All families will be set up with one FACTS account. A \$50 charge will be assessed for each additional FACTS account created within one family.

For increased flexibility the school provides two monthly payment date options for automatic debits: the 1<sup>st</sup> or 15<sup>th</sup> of each month. For those selecting the 1<sup>st</sup> of the month, the first automatic debit takes place on June 1 and the 1<sup>st</sup> of each month thereafter. For those who select the 15<sup>th</sup> of the month, the first automatic debit of the school year takes place on June 15, and the 15<sup>th</sup> of each month thereafter.

A discounted annual tuition rate will be offered to families who are registered, active, and supporting members of St. Michael's Parish, who use their St. Michael's Parish Sunday envelopes in making minimum contributions of \$10 per week or \$520 per year. St. Michael's Parish will provide a list of those families that qualify for the discounted rate.

In some instances, families who are registered, active, and supporting members of neighboring parishes without a school may request and receive a discounted rate as well. In this instance, the specific parish will make up the difference by subsidizing St. Michael's School. Families must contact their pastor to request this assistance.

### **Tuition Payments Delinquency**

When a tuition delinquency exists, the following measures apply:

- A late fee of \$20 will be charged on all payments that are five days past due. An additional fee of \$30 will be charged for non-sufficient funds.
- If tuition is delinquent by one month, FACTS will contact the parents/guardians notifying them of the delinquency and asking for payment.
- If tuition is delinquent by two months, the school bookkeeper will contact the parents/guardians notifying them of the delinquency and for payment.
- If tuition is delinquent by three months, and there has been no formal response from the parents/guardians, the principal will contact the parents/guardian. Payment of delinquent tuition will be expected or parents/guardians will be asked to dis-enroll their child(ren) from St. Michael's School.
- **All financial obligations must be fulfilled prior to the Grade 8 class trip and graduation. This includes tuition payments and monthly contributions to St. Michael's Parish. Students will be denied participation if financial obligations are not met.**

## **HEALTH AND SAFETY**

### **CHILD ABUSE REPORTING OBLIGATION**

All teachers and staff are obligated to report suspected child abuse and/or neglect. In the event of a visit from a social worker or police officer, the administration will verify the visitor's identity, office personnel will retrieve the student from class, and the child will be asked if he/she would like a member of the school staff in the meeting.

### **CONFIDENTIALITY**

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

### **HEAD LICE (PEDICULOSIS)**

St. Michael's School has established a strict "No Nit" policy in order to control head lice infestations. When a student is identified as having head lice, that student shall be excluded from school attendance. Readmission to school is permitted only if the student is free from active lice AND nits.

## HEALTH SCREENING

St. Michael's School offers the following examinations on an optional basis:

Color vision:	Grade 1 Boys
Hearing:	K, 2, 5, and 8
Vision:	K, 2, 5, 8

## ILLNESS

No nurse is on duty at the school, but the office staff may serve in a limited capacity and administer minor first aid.

When a student is injured or becomes ill, the parents/guardians will be contacted. No student will be permitted to go home before this contact is made. If the parents/guardians cannot be reached and the illness or injury is serious enough to require medical attention, 9-1-1 will be called.

**Children who are ill should remain home.** Children sent home from school for illness must be signed out in the office before release. They will be released only to a parent/guardian or to the person authorized by the parents. **Students must be fever-free 24 hours before they may return to school.**

Parents who wish to obtain books for a sick student must notify the school office by 11:30 AM.

## LIVE SCAN

Live Scan is an electronic fingerprinting process used as part of a background check for criminal history. All St. Michael's School personnel and volunteers, to include field trip drivers and chaperones, must be Live Scan cleared **for the Diocese of San Diego** in order to be eligible to supervise children. Live Scan clearances for other agencies cannot be transferred for use at any other agency. The required form may be obtained from the school office or from RenWeb under Resource Documents.

## MEDICAL STATUS

It is the responsibility of parents/guardians to inform the school office in writing of a student's allergies, hypersensitivity reactions, any physical limitations (e.g., hearing, vision, etc.), or chronic illnesses. This information must be indicated in the student's medical information in RenWeb, and communicated to the child's teacher. It is also the responsibility of the parent/guardian to provide the school with any medication needed in the event of exposure to an allergen, or any devices needed to assist the student while at school.

## MEDICATIONS

Any student who is in need of medication at school must comply with the following requirements:

- All medication, both prescription and non-prescription, must be prescribed by a California licensed physician, dentist, nurse practitioner, or physician assistant.

- An "Authorization for Medication Administration" form must be completed and signed by the health care provider prescribing the medication and the student's parent/legal guardian for all prescription and non-prescription medication. A new form is required each school year.
- Prescription medication must be provided in the original container labeled by a California pharmacist with the student's name, medication name, prescriber's name, and dosage/administration instructions.
- Parents/legal guardians must deliver all prescription and non-prescription medication to the school office in person.
- Non-prescription medication must be provided in the original container with the medication name, dosage, and instructions.
- It is the parent's responsibility to inform school personnel of possible side effects of the medication.
- All medication will be stored in the health supply cabinets on the campus of the student's homeroom.
- Parents of students who require inhalers or epinephrine (Epi Pen) for emergency management of medical conditions may elect to have their child to carry his medication with him. A signed "Authorization for Medication Administration" form must be on file in the school office.
- Medications intended to treat allergy symptoms or hypersensitivity reactions (e.g., to bee stings, peanuts, foods, etc.) must also be accompanied by an "Allergy Action Plan" form available from the school office.
- School personnel will not dispense medication (the school will give the medication to the child but the child must self-administer), nor will the school maintain a supply of non-prescription medications.
- Students, including siblings, are not permitted to use another student's medication supply, even if they use the same prescription or non-prescription medication.
- It is the responsibility of the parent/legal guardian to replace expired medication.
- At the end of the school year, parents/legal guardians must arrange to pick up medication. Medications will be disposed of thirty days after the last day of school.

## **SCHOOL COUNSELOR**

The clergy, principal, and faculty members are available to students for guidance. A school counselor is also available two days each week, usually Thursday and Friday. A parent permission slip must be signed and submitted before any student may receive counseling from the school counselor. This form is available in the school office and on RenWeb. The counselor also serves in the same capacity as every other staff member and may be called upon to speak with students in a non-counseling capacity. In this case, a permission slip is not required.

## **SECURITY CAMERAS AND DOORS**

During the school day, entry doors are closed and locked. All visitors requesting access must do so through the intercom at the main office door of each campus. Security cameras view the South Campus courtyard, lunch tables, field, and science rooms, and are monitored throughout the day by school personnel. Recordings from these cameras are also accessible to school personnel should the need arise.

## **STUDENT INSURANCE**

A student insurance program is available for all students. This program assists in medical expenses incurred due to accidental injury sustained by children while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity. Please contact the school office if an insurance form is needed.

## **SUPERVISION**

Students who are dropped off at school are obliged to stay on school property until the dismissal bell rings. There is no yard supervision before 7:30 AM. Students who arrive prior to this time must report to Morning ESS.

There is no yard supervision after 2:45 PM on North Campus and 3:00 PM on South Campus (2:30 PM on Wednesdays; 12:30 PM on minimum days). We will not be held liable for any accident on our property after this time. Therefore, we ask for your cooperation to ensure children go home immediately after school dismisses. Children left at school will be sent to ESS and parents will be charged accordingly.

**Siblings who are attending after school sporting events must remain with their parents.** No children may be unsupervised anywhere on campus, including in the parking lot, the courtyard, or in the area adjacent to the South Campus field.

## **TB TESTING**

Any adult who volunteers for school activities must submit a current negative TB test. Negative TB tests are considered valid for the school's purposes for four years from the date of the negative result.

## **TRAFFIC PROCEDURES AND TRANSPORTATION**

Parents must request permission if their child/ren will be riding bicycles to school. **Skateboards, roller blades, and scooters may not be used as transportation nor brought to school for any purpose.**

**Parents must follow drop-off and pick-up procedures, as outlined on RenWeb. All students must be picked up through the traffic pattern. Please do not park on Pomerado Road or in the parking spaces adjacent to the field.** On rare occurrences, and only after obtaining prior permission, parents may park in the spaces to the north or west of the Youth Ministry Building and walk their children to the car. This causes potential danger and slows down pick-up procedures, so it should not be commonplace.

While we make every effort to ensure a smooth and efficient method for dropping off and picking up children, our primary concern is student safety and not a speedy procedure. St. Michael's School insists that all drivers who come on campus follow its policies and procedures as well as those established by California Law pertaining to the operation of a motor vehicle. For the safety of all, please abide by the following:

- Stay in your cars and pull up to the front of the line
- Drive slowly and carefully
- Observe traffic signs
- Do not pull out into the flow of traffic to pass another vehicle
- Do not drive in the opposite direction of traffic
- Do not use cellular phones while driving on school grounds
- All children must have a seat in the car and be belted. Children should never share seat belts. Children under the age of 8 must be secured in a car seat or booster seat in the back seat of the vehicle. St. Michael's School staff is not responsible for ensuring children are properly buckled in their car seats. Parents will be asked to pull into established "Safety Zones" (one on each campus) as a final opportunity for them to check seat belts prior to departing campus.

St. Michael's School staff may deny release of children if personnel have reason to believe that the driver is impaired or that the safety of the children in the vehicle is in question.

## **VISITORS TO SCHOOL**

Persons, agencies, or organizations desiring to contact individual students during the school day must receive permission from the principal.

All persons, including parents, entering the school must first go to the school office to sign in and obtain a pass to visit the school. Parent volunteers must go to the school office to sign in and get a name tag before going to their assigned area. Parents and visitors must then sign out when finished.

Parents/guardians who wish to observe classroom procedures must obtain prior permission from the principal.

So as not to interrupt class instruction, parents/guardians should confer with teachers only after prearranging a conference. Parents may not attempt to confer with teachers immediately before or after school as this conflicts with teachers' supervisory duties.

**Students who do not attend St. Michael's School are not permitted to be present on-campus unless previous arrangements have been made.** (Example: Graduates of St. Michael's School who are assisting classrooms for service hours.)

Visitors are not permitted to eat lunch with students while on campus.

The school premises may not be used by a non-custodial guardian for the exercise of visitation rights.



# **STUDENT RECORDS**

## **EMERGENCY INFORMATION**

Parents must maintain current information in RenWeb, such as address, employment, phone numbers, and emergency contact persons. EMERGENCY INFORMATION MUST BE KEPT UP-TO-DATE. Your cooperation in this matter is essential.

## **ACCESS TO STUDENT RECORDS**

Parents or legal guardians have the right to inspect ALL of his/her child's records in the presence of the principal or the person delegated by the principal. A request to inspect a child's records should be made by submitting a letter to the principal. Include a phone number where you can be reached during school hours.

## **CONTENTS OF STUDENT RECORDS**

St. Michael's School keeps an official file of every student enrolled. Only the contents of the official file will be forwarded to a new school. These records contain:

- academic transcripts
- academic testing
- child's birth certificate
- health records
- sacramental certificates
- immunization records

## **RELEASE OF DIRECTORY INFORMATION**

A directory is available on RenWeb. Parents or guardians may indicate if they would like specific information withheld from the directory. St. Michael's School does not furnish lists of student names and addresses for the purpose of commercial use.

## **RELEASE OF STUDENT INFORMATION/PHOTOGRAPHS**

The school may use student photographs in publications and on the school website. Parents must complete the Photo Release form provided in the online enrollment packet.

## **RELEASE OF STUDENT RECORD INFORMATION TO SCHOOLS**

A student's official transcript is mailed to the requesting school or delivered by a school official. This transcript is never given to a parent/guardian or to a student for delivery to the requesting school. An unofficial copy of the student record may be obtained by the parent/guardian upon request made with the school office. A minor fee will be incurred if multiple copies of records for the same student are requested.

St. Michael's School will not provide copies of documents retained in the student record for any other purpose.

# GENERAL INFORMATION

## BIRTHDAY CELEBRATIONS

Birthday celebrations will be limited to one day per month. On that day, students whose birthdays fall within the month (or students whose half-birthdays fall within the month) may bring in a treat or favor to share with the class. Please check the school calendar posted on RenWeb for the assigned birthday celebration day each month. The time for the celebration will be at the discretion of the homeroom teacher. On these days, all students and staff may also enjoy a Crusader Dress Day. (See Uniform Guidelines.)

No balloons or flowers may be sent to school for student birthday celebrations.

## LUNCH PROGRAM

Parents who send lunches to school with their children are encouraged to provide healthy meals. Please refrain from packing foods that are high in sugar, particularly candy and soda. We strongly discourage fast foods.

If your child has forgotten his/her lunch from home, it may be brought to the school office. Students without lunches may obtain one through our hot lunch service for a fee; however, there are a limited number of extra hot lunches available.

St. Michael's School offers a daily hot/cold lunch service through *Choice Lunch*. Parents may order lunch on-line directly through the company at [www.choicelunch.com](http://www.choicelunch.com).

## MILK PROGRAM

Milk for students may be purchased through the school office. Milk order forms are sent home two times per year.

## LOST AND FOUND

To avoid problems with lost uniform items, lost school supplies and other personal items, everything that can be labeled with the student's name should be labeled. (Parents are permitted to have the family last name embroidered on uniform items. It is best to place the name on the back of the uniform, and lettering should be no larger than 3/4" in height). There are lost and found bins located on each campus, and every effort will be made to return property to its rightful owner. Several times throughout the year the bins will be purged and clothing without identification will be donated.

## PARTY INVITATIONS

Invitations for parties should be handled through the mail or by phone. Invitations are not to be distributed at school. In order to assist you in finding the addresses and phone numbers of school families, we have posted a directory on RenWeb.

## II. EDUCATIONAL INFORMATION



**SCHOOLWIDE LEARNING EXPECTATIONS**

# St. Michael's School students are...

### **GUIDED BY FAITH**

Knowing, Loving, and Serving God, they:

- Understand the teachings and traditions of the Church
- Participate in liturgy and prayer
- Apply Catholic values to daily actions
- Provide service to others and to their community

### **ENGAGED IN LEARNING**

Striving for Excellence, they:

- Read, write, and communicate effectively
- Work to achieve progress in all subjects
- Apply critical thinking skills to solve problems
- Develop talent in fine arts, athletics, and technology

### **STRONG IN CHARACTER**

Leading Others by Example, they:

- Demonstrate honesty, integrity, and perseverance
- Respect themselves, others, and God's creation
- Accept responsibility for their personal actions
- Exhibit a positive attitude



## ACADEMICS

### ACCOMMODATIONS

Teachers will provide accommodations for students who have a documented learning disability. Documentation may be provided by the Public School System, or through an independent psychological testing service. Please contact the administration or the Resource Director for further information.

### CONFERENCES

Annual Parent-Teacher Conferences are held on the Thursday and Friday prior to Thanksgiving vacation. Parents are always welcome to pre-arrange a conference with teachers at other times throughout the year if they have any questions or concerns regarding academics or behavior. **Please be mindful that teachers should not be approached at the beginning or end of the school day for an impromptu conversation.** Either teachers or parents may request that an administrator be present at conferences.

### CURRICULUM

The school curriculum encompasses all learning experiences (cognitive, spiritual, and psychomotor). Curricula are planned and directed under the leadership of the principal, are aligned with the Common Core State Standards, and are in accord with Diocesan guidelines and school philosophy.

School curricula:

1. Give witness to the message of Christ as revealed in His person, His Sacraments, Scriptures, community, doctrine, and the traditional heritage of the Catholic Church
2. Develop lifelong learning tools for communication, problem-solving, and decision-making
3. Encourage each student to develop to his/her potential through responsibility and accountability to self, parents, peers, and faculty
4. Provide an informational framework that will prepare the students to live in the twenty-first century
5. Affirm ethnic pride, appreciate cultural values, and allow diversity while applying the principles of peace and justice
6. Define roles for which students will be prepared, be made responsible, and be held accountable

The following subject areas comprise the St. Michael's School curricula:

- **Religion, Scripture, and Family Life**

- **English Language Arts** (Reading/Literature, Grammar, Phonics, Spelling/Vocabulary, Writing, Speaking)
- **Mathematics**
- **Social Studies**
- **Science**
- **Foreign Language** (Spanish)
- **Fine Arts** (Visual and Performing Arts)
- **Physical Education/Health and Safety**
- **Computer Literacy/Yearbook/Robotics/Coding**

### **FAMILY LIFE EDUCATION**

St. Michael's School provides students with an age-appropriate, value-oriented Catholic Family Life program. All students are required to participate in all aspects of the school's age-appropriate Family Life program with the exception of those segments that deal with genitally explicit topics.

Opportunity for parental preview of the instructional materials used in the program is available by making arrangements through the office and with the child's Family Life teacher. An advance notification and signature letter is sent out to parents prior to beginning the Family Life Program.

### **FIELD TRIPS**

Field trips are privileges given to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic and/or behavioral requirements.

Requests for parental/guardian permission will be accompanied by full details about the field trip. A separate permission slip will be issued for every field trip. No student will be permitted to go on a field trip unless a signed parent/guardian permission slip has been returned to school. Under most circumstances the signed permission slip is required to be returned at least one week prior to the field trip.

Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission; however, faxed forms, or scanned and e-mailed copies will be accepted. Parents have the right to refuse to allow their child to participate in a field trip, but parents must assume supervisory responsibility of students not participating in field trips.

Parents who volunteer to drive on a field trip must have a live scan clearance through the diocese, and a valid negative TB test result (within four years).

Teachers assign driving to eligible drivers on a rotating basis. A Driver Information Sheet must be completed by each assigned field trip driver for every field trip.

## GRADING POLICY

The St. Michael's School grading policy follows a 10-point scale. St. Michael's School records percentages in academic subjects on student report cards in grades 1-8.

### Grades 1-8

The following letter grades correspond to assignments/assessments which are evaluated using a point system:

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 and below	F

**Kindergarten** students are issued a Standards-Based Report Card.

## HONOR ROLL

Each quarter, high performing students in grades 7 and 8 will be awarded the following honors:

**Honors with Distinction:** 93% or better in all academic subjects (Religion, English Language Arts, Math, Social Studies, Science); 73% or better in all other non-academic subjects; B or better in Responsible Behavior

**1<sup>st</sup> Honors:** 93% or better in at least three academic subjects; 83% or better in all other academic subjects; 73% or better in non-academic subjects; B or better in Responsible Behavior

**2<sup>nd</sup> Honors:** 83% or better in all academic subjects; 73% or better in non-academic subjects; B or better in Responsible Behavior

## HOMEWORK

The purpose of homework is three-fold:

1. To reinforce concepts and skills presented in class
2. To foster student creativity and curiosity through enrichment projects or research
3. To guide the student to work independently and to accept responsibility for completing a task

Homework assignments must be completed neatly, carefully, and promptly. The amount of time spent doing homework differs with each student's needs and ability. The student who grasps ideas quickly and expresses them easily may spend less time on a given assignment than a student who is having difficulty understanding the concept. If a student has consistent difficulty with homework assignments or too much time is spent in homework completion, then the parent/guardian should contact the teacher. If for some legitimate reason a student cannot complete an assignment, a note from the parent/guardian stating the reason for the incomplete work must be sent to the child's teacher. **Students will not be permitted to call home if they forget a homework assignment.**

Recommended time allotments for daily homework are as follows:

Kindergarten:	15 minutes
Grades 1 & 2:	30 minutes
Grade 3:	45 minutes
Grades 4 & 5:	60 minutes
Grade 6:	90 minutes
Grades 7 & 8:	120 minutes

## **LIBRARY**

The library is a wonderful place to read, study, research, and learn. Students in grades K-5 will have a scheduled library class time. The library is open daily before school, and during recess and lunch. To ensure that our teachers and students have a quiet place to work, low voices and respectful and on-task behavior are expected. The library computers may be used with the Librarian's permission for school-related research or to search for a library book. The library computers may not be used for social media contact or games.

Library materials are checked out for a one-week(primary grades) or two-week period and may be renewed if not on hold for someone else. South Campus students may return materials directly to the library and students on North Campus may use the library return basket in the office. Overdue notices will be distributed weekly and students are expected to return or renew materials promptly. Students will be charged for lost or damaged books and magazines. Library fines should be paid promptly in a clearly marked envelope with the student's name and class, indicating that the funds are for a library fine. Lost book fines will be refunded if the material is returned in good condition.

## **MAKING UP WORK**

The importance of education is communicated to children when parents assure the daily presence of their child(ren) in class. It should be understood that what happens in the classroom (e.g., science labs, class discussions, demonstrations, cooperative learning sessions, art and music experiences, lectures, teachable moments, etc.) is irreplaceable learning because of the dynamics and interactions between the students and the teacher. The time a child is absent from class inhibits his/her mastery of the material presented. For these reasons, the following policy is established:

- Students are responsible to look on RenWeb for assignments they have missed
- Assignments and tests cannot be given in advance to accommodate families who vacation during the regular school session
- Makeup testing will be arranged at the discretion of each individual teacher
- Students will be responsible for procuring assignments in the manner which the teacher designates
- Time allowed for submitting assignments will be in direct proportion to the amount of time absent

## **ON-LINE GRADING AND PROGRESS REPORTS**

Teachers post student homework assignments and grades on RenWeb, our on-line school management program.

Progress reports in all academic subjects will be emailed on Monday following the fifth week of each quarter.

## **PARENTS/GUARDIANS AS PRIMARY EDUCATORS**

As primary educators of their children, parents/guardians have the responsibility to:

- Establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning, upon which successful Catholic schooling is based
- Be fully informed regarding their child(ren)'s growth in all areas of learning, and, when necessary, support and/or take action which helps their child(ren) overcome deficiencies
- Make every effort to work together with and be supportive of the school they have selected for their child(ren)

## **PLAGIARISM**

Any student who purposefully and blatantly passes off another person's work as his own will receive a grade of "0" for the assignment. Middle School students will also receive detention. Students who directly copy partial or complete passages from a book, the Internet, from other students' electronic files in the labs, or from removable storage devices are considered to have plagiarized.

## **PROMOTION AND RETENTION**

Only those students who demonstrate mastery will be promoted to the next grade. All efforts will be made to ensure student success.

Each student will be considered individually. Any decision concerning non-promotion will be made after considering all facts related to the student's development (emotional, physical, social, as well as intellectual and academic), collected from a wide range of sources throughout the year. It may be in the best interest of the student to repeat a grade, and, in the case of a pupil with a severe learning problem, it may be necessary to recognize that St. Michael's School may not be equipped to meet the needs of that student.

Teachers will communicate this possibility to the parents as soon as the beginning of the third quarter, but no later than the end of the third quarter. In Middle School, a student who receives a yearly average grade below 60% in two core academic subjects (Religion, English Language Arts, Math, Science, Social Studies) will not be promoted.

## **PROPER CARE OF BOOKS**

Each child is issued textbooks which are numerically assigned. Each child is responsible for taking care of his/her textbooks. Textbooks may not be taken out of town or on vacation.



All books must be covered with a durable cover; brown paper is recommended. The library sells book covers for twenty-five cents each. Books should be carried to and from school in a backpack to minimize wear and tear.

Parents must replace books that are lost or excessively damaged. Parents will be charged fines at the end of the year for damaged but usable books.

## **REPORT CARDS**

Report cards are viewable on RenWeb one week following the end of the first, second, and third quarter. A hard copy report card will be mailed to parents at the end of the fourth quarter. Questions regarding report card grades should be addressed to the teacher who is responsible for teaching the subject(s). **Any request for grade changes must be made in writing to the teacher within one week after receipt of the grade.**

Students in Middle School (Grades 6-8), who receive a grade below 60% in any academic subject, or receive an average grade below 70% in all academic subjects will be placed on Academic Probation. This will be noted in the comment section on the quarterly report card.

## **RESOURCE PROGRAM**

To ensure effective learning for each child, St. Michael's School follows a response to intervention framework with varying levels of support available to students depending on need. If a parent or teacher is concerned about a student's progress, the Student Success Team (SST) process is initiated. The goal of this process is to identify learning strengths and brainstorm strategies to support the student in any areas of difficulty. When necessary, St. Michael's School works closely with the public school system to support families in the process of attaining any needed psycho-educational testing.

A Learning Plan coordinated through our Resource Program Director is available for students with documented learning differences. Tier 1 support offers general education accommodations (e.g., on task reminders, preferential seating). Tier 2 support offers mild accommodations (e.g., word banks for tests), and Tier 3 support offers moderate accommodations (e.g., use of a calculator or adapted curricula). All Tier 2 & Tier 3 accommodations must be coordinated through the Resource Program. All accommodations are documented on the student's report card. While St. Michael's School supports students with IEPs, public school IEPs are not formally followed. Reading Resource support is offered in grades K-8, and Math Resource supported is offered in grades K-4. Speech, behavior, and occupational therapies are not offered at St. Michael's School.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The following regulations and procedures provide St. Michael's School students and their parents with information regarding the privileges and responsibilities for the use of various forms of technology and access of the Internet on and off campus.

The use of technology at St. Michael's School has been established for educational purposes including classroom activities and educational research. Use of technology has not been established as a public access forum for students, interpersonal communication by students, or for commercial use. Our goal is to proactively educate both parents and students about our standards of behavior

in the use of technology and the Internet. Enlisting the support of students and parents, we hope to make the use of technology both rewarding and safe.

The Technology Acceptable Use Policy includes all forms of technology, including, but not limited to, computers, iPads, laptops, cameras, email, smart phones and chat. The technology equipment, services, and data stored on devices are the property of St. Michael's School. While it is impossible to control all material on a public network, St. Michael's School has taken reasonable precautions to restrict access to materials it considers harmful and to materials that do not support educational objectives.

Teachers and staff will instruct students in appropriate ways to access Internet resources. Teachers, in consultation with the administration, may occasionally allow students to make non-routine use of some Internet tools which are ordinarily restricted by this policy when such use would be in keeping with the school's curricular goals and objectives, and is under the direct supervision of the teacher.

Student email and Google Apps in Education Applications: St. Michael's School will provide students in Grades 5-8 with an SMS email account (@students.smspokay.org) so that we may utilize an educational suite of applications to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. School expectations regarding the use of student email and Google Apps include:

- Students will not share passwords or use anyone else's passwords
- Students will not impersonate another's identity
- Students will be ethical and respect the privacy of others
- Students will not harm or destroy data of another student or user
- Students understand that SMS has the right to look at any data, email logs, or files that exist on the network without prior consent of the student

The use of St. Michael's School technology is a revocable privilege for all users. St. Michael's School equipment (laptops, iPads, desktops and portable storage devices), and all user accounts are the property of St. Michael's School. Privacy rights do not apply to the use of the computer system or accounts, and the school reserves the right to monitor and access information maintained in the system and in users' accounts for the purpose of determining if a violation of this agreement has occurred. Prohibited uses include: Access, or attempts to access, download, or transmit any "harmful matter" in violation of any federal law, state law, or school policy. This includes but is not limited to:

- Any information that violates or infringes upon the rights of any other person
- Any hate-motivated, fraudulent, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal language or material
- Any information or communication that encourages the illegal use of controlled substances, or promotes criminal behavior
- Any material that violates copyright laws (plagiarism)
- Vandalism, unauthorized access, "hacking" or tampering with hardware or software. This includes the introduction of "viruses," "worms," non-licensed or pirated software, or any software or hardware for the purpose of disrupting or damaging the school's computer systems

Students must keep cellular phones turned off and in their backpacks while on campus. **Apple Watches may not be worn during school hours.** At no time may students attempt to access the Internet during the school day from their cellular devices.

The school cannot control the manner in which students use technology off campus. However, there may be times when misuse of technology off campus may severely/adversely affect what happens in school. The school, in such situations, may find it necessary to inform families of those students involved in such use, and take additional actions in order to ensure the safety and well-being of members of the St. Michael's School community. With the support and cooperation of home and school, however, we hope to avoid such incidents. Parents are strongly encouraged to monitor and guide student use of on-line communication through email, Facebook, and other social media.

Students and parents should report threats of violence or harm in cyberspace to the school administration immediately.

The administration will ultimately decide what constitutes appropriate use, and its decision is final. The administration will apply consequences as described in the Student and/or Parent Handbooks at any time deemed necessary. This includes but is not limited to discipline conferences, suspension, expulsion, and possible financial restitution.

## **TESTING**

St. Michael's School administers standardized tests adopted by the Department of Education. The Gesell Developmental Readiness Observation is administered as one means of determining school readiness for incoming Preschoolers and Kindergartners. Currently, students in grades 1-8 are administered STAR testing in Reading and Math. These online tests are given three times each year: November, February, and May.

A CSU/UC pre-algebra readiness test is administered to all sixth grade students at the end of the year. Similarly, seventh grade students complete an algebra readiness test. These test scores, together with math scores on the STAR Assessments, quarterly report card grades in math, participation, effort, and teacher recommendation, form the basis for decisions regarding math placement for seventh and eighth grades. Other forms of assessment may include teacher-devised tests, publisher tests, portfolios, oral presentations, book reports, labs, and projects which help teachers evaluate student achievement throughout the year.

## **SUNDAY MASS AND PERSONAL PRAYER**

Sunday is, according to the Code of Canon Law, "the foremost feast day of obligation" in the Church. The obligation of personal prayer and regular attendance at Sunday Mass is of chief importance for the maintenance of a well-grounded life of faith. Therefore, parents/guardians and the school are bound by a serious obligation and grave responsibility to teach these practices and their underlying values to students, by word and personal example.

Parents/guardians of non-Catholic students have a similar grave responsibility to teach by word and personal example the serious obligation of regular participation in public worship and personal prayer.

# **DISCIPLINE**

## **CATHOLIC SCHOOL DISCIPLINE**

Discipline in the Catholic school is an essential aspect of Christian development. Its purpose is:

- To provide a classroom environment conducive to learning
- To educate students to an appreciation of the importance of developing responsibility and self-control
- To help build a sense of community

## **DISCIPLINE POLICY**

The basic long-range purposes of discipline are to develop in every student the capacity for intelligent self-discipline. The primary short-range goal is to maintain conditions in the classroom that make effective learning possible. A discipline plan is specifically developed for grades K-3, 4-5, and 6-8; the policy is distributed at the beginning of the school year by the homeroom teacher, is posted on RenWeb, and published in the Student Planner. An administrator is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

## **DISCIPLINE CONSIDERATIONS**

To be effective, disciplinary measures must be reasonable, equitable, and consistent. When a student is repeatedly disruptive of others, the school staff must consider the following factors in determining a course of action:

1. Student's physical and emotional well-being
2. Student's learning style and needs
3. Home environment of the student
4. Classroom environment, including the relationship between the teachers and student, between the student and other class members, and the teacher presentation and teaching style

## **DISCIPLINARY MEASURES AND SANCTIONS**

Following are some approved disciplinary measures:

- Conference with student
- Conference with parents/guardians
- Assignment of special tasks
- Denial of privileges
- Detention
- Probation
- Suspension
- Expulsion

## **HARASSMENT/BULLYING POLICY**

St. Michael's School affirms the Christian dignity of every student. It is our policy to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or other personal characteristic.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to and including expulsion. Students found to have reported knowingly false or frivolous charges will also be subject to disciplinary action up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school.

The administration, faculty, and staff will make every attempt to eliminate bullying on the St. Michael's School campus. Any student caught bullying will face disciplinary consequences. Any student who is bullied should bring the issue to the attention of a teacher or an administrator. The teacher or the administrator, along with the parent, will take corrective measures to resolve the issue. Any instances of cyber-bullying among St. Michael's School students should be brought to the attention of an administrator.

## **PROBATION**

A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency, or for continued misconduct after a warning, when the misconduct does not require more serious action.

Students in Middle School (Grades 6-8) will be placed on Disciplinary Probation after accumulating 16 demerits. A behavior contract will be enacted, and it will be noted in the comment section on the quarterly report card.

### **Procedures for Probation**

1. A formal probation will be approved by the principal.
2. A conference with parents, student, and school official will be held.
3. When a student has been placed on probation, the parents/guardians will be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
4. A written record of student probation will be kept for reference, should more serious action be necessary later.
5. Effort will be made to assist the student through constructive counseling in order to forestall further sanctions.

## **SUSPENSION**

A student may be placed on suspension for serious misconduct on campus or off campus during school related activities, or for continued misconduct after having been placed on probation.

Official suspension may assume various forms:

1. The student may attend class but lose the right to participate in any school activity on or off campus.
2. The student may be suspended from a particular class and required to report to a specific place on campus during that time.
3. In unusual cases, the student may be sent home for the entire period of suspension provided that he/she is assigned academic work to make up for the loss of class time.

In all cases the principal will prudently decide on the most efficacious and appropriate terms of suspension.

### **Procedures for Suspension**

1. The student will be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story.
2. The gravity of suspension requires that notice be given to the parents/guardians by telephone, or other appropriate method within a reasonable time, followed by a written notice signed by the principal.
3. A conference with the parents, student, and appropriate school staff will be arranged. The pastor will be notified of the conference and given the opportunity to attend.
4. A written form of suspension will be signed by the parents/guardians and student. On this form the exact length of the suspension period will be specified and the reason for the suspension clearly noted.
5. The principal will maintain dated documentation of facts and parent conferences.
6. In emergency situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension will be imposed without a prior conference. In this case, notice to parents/guardians will follow within 24 hours.

The possibility of expulsion or a recommended transfer for continued or repeated misconduct will be clearly stated to student and parents (guardians). Also, to the extent that such opportunity can be reasonably provided, a suspended student has a right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

### **EXPULSION FOR DISCIPLINARY REASONS**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or a repetition of conduct for which the student has been suspended one or more times.

### **Grounds for Expulsion**

Among offenses which may be grounds for expulsion are:

- Actions gravely detrimental to the moral and spiritual welfare of other students, or faculty and staff
- Behavior firmly established as a habit or disruptive behavior which obstructs or delays the progress of the rest of the class
- Damage to or theft of school or private property
- Infliction of or threatened physical injury to another person (*see Student Threat Policy*)
- Possession or sale of weapons
- Possession or sale of drugs, including controlled substances
- Possession or sale of intoxicants
- Possession or use of tobacco
- Commission of obscene act(s) or engagement in habitual profanity or vulgarity
- Disruption of school activities
- Defiance of school authorities
- Habitual truancy
- Hazing (*See Harassment Policy*)

In regard to offenses which take place off school premises and which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students.

### **Procedures for Disciplinary Expulsion**

With the exception of the most serious circumstances, the following steps will be taken and documented by written communication between the school and the family.

1. The steps to be confirmed by a letter to the parents/guardians are:
  - Probation
  - Conference(s) with parents/guardians, student, teacher, and principal
  - Suspension or suspensions
  - Conference(s) with parent/guardians, student, teacher, and principal
  - Expulsion
2. The parents/guardians will be given a written notice of the offense and will attend a conference with the student, school personnel, and principal. The pastor will be advised of the scheduled conference and will be asked to attend.
3. The principal will properly document all expulsion cases including grounds, evidence, record of conferences, and final notice.
  - a. With the knowledge and consent of the pastor, the principal will make the final decision to expel a student.
  - b. Full credit will be given for all work accomplished by the student prior to the time of expulsion.
  - c. Only in exceptional cases will expulsion take place when the student is in the eighth grade and has been enrolled in the school for three or more years.

## **Expulsion for Academic Reasons**

If the parents/guardians of a student will not accept a recommended transfer, the procedures for notification, conferencing, and written documentation shall be followed, as in the cases for disciplinary expulsion.

### **STUDENT THREAT POLICY AND PROCEDURE**

1. Any and all student threats of harm to self or others must be taken seriously.
2. Whoever hears or learns of the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parent or guardian of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.
6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed.
  - a. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
  - b. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.
  - c. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
  - d. The principal shall receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or mental health care consultants, as well as any members of the school or parish administration who will assist the principal in the decision regarding readmission of the student to the school.



8. If the psychiatrist or psychologist recommends readmission, and if the principal is satisfied with the report given, the principal will, after consideration, including a conference with the parents, decide whether to re-admit the child. The outcome of the investigation, including the police and mental health reports, will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to re-admit will require consultation with the pastor.
9. Disciplinary action including suspension/expulsion will be administered as appropriate.
10. If the student is re-admitted to the school, the mental health care professional must at the principal's or pastor's request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation, and any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of readmission and continued enrollment.
11. Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parent permission is received.
12. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed.

This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

### **TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the actions of parents/guardians. However, in rare instances, parents/guardians may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline, as to reduce significantly the school's ability to serve those parents' own or other children.

In such cases, after reasonable effort to bring about the smallest degree of parental/guardian cooperation and after appropriate consultation with the pastor, the principal may recommend to the parents/guardians that they transfer their child. Documentation of the basis for this action and of all consultation with the parents/guardians on the matter will be retained on file.

If the parents/guardians refuse to accept the recommended transfer, the procedures for notification, conferencing, written documentation will be followed as in cases for disciplinary expulsion.

## **EXTRACURRICULAR ACTIVITIES**

**To participate in after-school activities, students must be present for at least half of the school day (3.5 hours).**

### **ACADEMIC DECATHLON**

Academic Decathlon is an annually held competition for students in grades 6, 7, and 8. There are ten events. Two of the events are collaborative team efforts:

- a Logic Quiz with 20 rigorous thinking problems
- a Super Quiz with 50 multiple choice questions on five broad academic themes (Religion, Literature, Fine Arts, Social Studies, and Science)

The remaining eight events test individual knowledge of:

- Roman Catholic doctrine
- English grammar and spelling
- Literature
- Science
- Mathematics
- Current Events
- Social Studies
- Fine Arts (Art and Music)

Awards are given for individual and team performance. The local Diocesan competition is held on the first Saturday in March. The winning team from each participating California Diocese competes in the state championship on the first Saturday in May.

Students who wish to try out for the team meet every Friday from 3:00 – 5:00 P.M. under the direction of the Decathlon Coach. In January, ten students (plus two alternates) who score highest on a battery of tests will be selected to represent St. Michael's School. Energy, perseverance, dedication, a willingness to study the content for the events, and school spirit are the only prerequisites.

To be eligible for participation, students must maintain an overall average of 70% in the five core academic subjects (Religion, English Language Arts, Math, Science, and Social Studies) with no grades below 60% in any subject at the time First Quarter Report Cards are issued. In addition, students must maintain a behavior grade of at least a "C." Thereafter, eligibility will be checked at Progress Reports and when quarterly report cards are issued. A student on Academic Probation will not be permitted to participate in Academic Decathlon.

Students who receive a Saturday detention within the quarter will be removed from Academic Decathlon for two weeks. Students who receive two Saturday detentions will be removed from Academic Decathlon for the remainder of the semester.

### **AFTER-SCHOOL SPORTS**

#### **Philosophy of the North County Parochial League**

"Sports, well understood and practiced... contribute to the development of the whole person because they demand generous effort, careful self-control, mastery of self and respect for others,

complete commitment and team spirit. These values contribute to the building up of tomorrow's well-ordered society which we have characterized as the 'civilization of love'."

Pope Paul VI

The purpose of the North County Parochial League (NCPL) After-School Sports Program is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation, and teamwork. Its goal is to help foster friendships, provide leadership opportunities, and help students develop a positive attitude toward sports and athletic competition. The after-school sports program is not "win at all costs."

### **St. Michael's School After-School Sports Mission Statement**

St. Michael's School is committed to developing students not only mentally and spiritually, but also physically. In addition to regular physical education classes that are part of the curriculum, the NCPL After-School Sports Program provides a complementary avenue for students to develop critical life skills such as sportsmanship, working together as a team toward a common goal, and accepting victory with grace and defeat with dignity.

While engaging in sports has many positive aspects, it must be understood that participation in the NCPL After-School Sports Program is a privilege and not a right.

### **Academic and Behavior Standards**

To be eligible for participation, students must maintain an overall average of 70% in the five core academic subjects (Religion, English Language Arts, Science, Math, and Social Studies) with no grades below 60% in any subject at the time First Quarter Report Cards are issued. In addition, students must maintain a behavior grade of at least a "C." Thereafter, academic eligibility will be checked at Progress Reports and when quarterly report cards are issued. A student on Academic Probation will be removed from his or her team for the remainder of the season. Students must be academically eligible at the time teams are formed in order to participate during a season.

Students who receive a Saturday detention within the quarter will be removed from After-School sports for two weeks. Students who receive two Saturday detentions will be removed from After-School sports for the remainder of the semester.

The complete Policy for After-School Sports (P.A.S.S.) may be found on RenWeb . Parents are asked to read this policy and sign an acceptance of terms form prior to each season.

### **Teams**

St. Michael's School fields Varsity (grades 7-8) and Junior Varsity (grades 5-6) teams in Flag Football (fall), Basketball (winter), Soccer and Volleyball (spring) for boys; and Volleyball (fall), Soccer (winter), and Basketball (spring) for girls. In addition, boys and girls participate in a variety of tournaments through the year. St. Michael's School girls also participate in a Powderpuff flag football tournament in December, fielding a 7<sup>th</sup> and 8<sup>th</sup> grade team.

## **CLUBS**

Eligibility requirements for all clubs at St. Michael's School are as follows:

To be eligible for participation, students must maintain an overall average of 70% in the five core academic subjects (Religion, English Language Arts, Science, Math, and Social Studies) with no grades below 60% in any subject at the time First Quarter Report Cards are issued. In addition, students must maintain a behavior grade of at least a "C." Thereafter eligibility will be checked at Progress Reports and when quarterly report cards are issued.

Students who receive a Saturday detention within the quarter will be removed from participation in school-sponsored clubs for two weeks. Students who receive two Saturday detentions will be removed from participation for the remainder of the semester. Club fees are not refundable.

### **Art Club**

Art Club is offered after school for students in Grades K-2 and 3-8. There is a fee for enrollment. Information regarding registration for Art Club is disseminated through *Messenger* throughout the school year.

### **Chess Club**

Chess Club is available after school for students in grades 1-8. There is a fee for enrollment. Information regarding registration for Chess Club is disseminated through *Messenger* throughout the school year.

### **Spanish Club**

Spanish Club is offered after school for students in grades 1-3, and 4-8. There is a fee for enrollment. Information regarding registration for Spanish Club is disseminated through *Messenger* throughout the school year.

### **STEM Club**

STEM Club at St. Michael's School introduces students to concepts that involve science, technology, engineering, and math. The club emphasis is on interactive lessons and activities that teach the engineering design process, develop problem solving skills, and build learners for life. With peer collaboration and participation in hands-on labs and projects that mirror the real-world work of scientists and engineers, students experience creativity and innovation, practice communication and collaboration, conduct research, apply information, think critically, solve problems, make decisions, and use technology effectively and productively. Over the course of the year, students will participate in Lego Mindstorms Robotics, become knowledgeable of the engineer's (student's) tool box, learn how things work, complete engineering design projects, reverse engineering, root cause analysis of past engineering disasters, engage in electronics, forces and energy, partake in field trips, and learn from guest speakers.

STEM Club is offered after school for students in grades 4-8. There is a fee for enrollment. Information regarding registration for STEM Club is disseminated through *Messenger* throughout the school year.

## **Theater**

Each Fall, St. Michael's School students in Grades 1-8 may participate in a small-scale Musical Theater Production. Rehearsals begin in September with a performance scheduled for late November. In the Spring, students may audition to be cast in a large-scale Musical Theater production. Rehearsals begin in January, with the performance scheduled for April. There is a fee for enrollment. Information regarding registration for the theatre production is disseminated through *Messenger*.

## **MERCY CORPS**

Students wishing to serve on Mercy Corps, a student-led service organization, must submit a letter to the Mercy Corps Advisor in May for the upcoming school year, and must participate in an interview. Students must also meet the following requirements for the current school year:

- Must maintain a grade of "C" or better in Responsible Behavior
- Must have an academic average of 70% each quarter, and may have no grade lower than a 60%
- Must follow all school rules and demonstrate a positive attitude about school, students, and faculty
- Must complete a minimum of ten service hours throughout the year (separate from Grade 8 service requirements)

Students who are selected as Mercy Corps members are expected to maintain the above requirements while serving in office. Any Mercy Corps Cabinet member who does not maintain the standards listed above will be removed from service.

## **STUDENT COUNCIL**

Students wishing to run for a position as one of the Officers or Commissioners on the Student Council in May for the upcoming school year must meet the following requirements of the current school year:

- Must maintain a grade of "C" or better in Responsible Behavior
- Must have an academic average of 70% each quarter, and may have no grade lower than a 60%
- Must follow all school rules and demonstrate a positive attitude about school, students, and faculty
- Must complete a minimum of ten service hours throughout the year (separate from Grade 8 service requirements)

Students who are elected as Student Council Officers or Commissioners are expected to maintain the above requirements while serving in office. Any Student Council Officer who does not maintain the standards listed above will be removed from office.

## **UNIFORMS**

All students are expected to be in complete uniform, and uniform regulations are strictly enforced. If circumstances arise when a student is unable to wear the uniform, a written note is required from the parent/guardian stating the reason.

It is the responsibility of the parents to see that their children are neat, clean, well-groomed, and in complete uniform. Any student who is out of uniform, without a written excuse, cannot enter his/her classroom when he/she arrives at school. This student must report to the school office upon arrival.

## **BOYS**

White polo shirt (short sleeve) – REQUIRED

White polo shirt with **shield** logo (short sleeve) – REQUIRED for Mass

White long-sleeved shirt with tie – Optional for Mass in lieu of polo shirt and sweater for Grade 8

Grey polo shirt with **shield** logo (short sleeve) - Optional

Red polo shirt with **shield** logo (short sleeve) – Optional for Grade 8

White knit long sleeve polo shirt with **shield** logo - Optional

Regulation navy pants (appropriately sized) purchased from Dennis Uniform only - REQUIRED

Belt for uniform pants and shorts (**black, brown, or navy**) for grades 3-8 - REQUIRED

Regulation red or grey crew neck uniform sweater – REQUIRED for Mass from October - April

Regulation grey, red or navy sweatshirt (appropriately sized) - Optional

Regulation red school jacket - Optional

Solid **white, navy, or black** 4 inch crew socks or knee socks OR SMS logo socks - REQUIRED

Regulation navy walking shorts - Optional

Grey logo PE shirt and black PE shorts – REQUIRED for 4-8

Black sweat pants with logo (Optional)

## **GIRLS**

Regulation plaid jumper (K-4) – REQUIRED (no shorter than 3” above the knee front and back)

Regulation plaid skirt (5-8) – REQUIRED (no shorter than 3” above the knee front and back)

Regulation grey skirt (6-8) – Optional (no shorter than 3” above the knee)

White polo shirt (short sleeve) – REQUIRED

White polo shirt with **shield** logo (short sleeve) – REQUIRED for Mass

White blouse with blue piping (K-4) - Optional

Red polo shirt with **shield** logo (short sleeve) – Optional for Grade 8

Navy polo shirt with **shield** logo (short sleeve) – Optional for grades 5-8

White knit long sleeve polo shirt with **shield** logo - Optional

Solid **white, navy, or black** 4 inch crew socks or knee socks OR SMS logo socks - REQUIRED

Solid **white, navy, or black** tights - Optional

Regulation red crew or navy cardigan uniform sweater – REQUIRED for Mass from October - April

Regulation grey, red, or navy sweatshirt (appropriately sized) - Optional

Regulation red school jacket - Optional

Regulation navy walking shorts, or regulation navy capris (K-4) - Optional

Regulation navy slacks (appropriately sized) purchased from Dennis Uniform only - Optional

Belt for uniform pants and shorts (**black, brown, or navy**) for grades 3-8 - REQUIRED

Grey logo PE shirt and black PE shorts – REQUIRED for 4-8

Black sweat pants with logo (Optional)

Only the regulation sweater, sweatshirt, or jacket may be worn on "in uniform" or Crusader dress days.

Belts must be worn with pants and shorts in grades 3-8.

Only plain white t-shirts may be worn under shirts and blouses. Long sleeve shirts or turtle neck shirts may not be worn under the uniform. Students should wear sweaters during cooler weather.

The girls' fitted polo shirt may be worn un-tucked; however, it should not be visible below the uniform sweater. All other shirts must be tucked in. Skirts are not to be rolled at the waist.

Pant legs are to be an appropriate length and should not to be rolled up or folded at or above the ankle.

Scout uniforms may be worn on Scout meeting days.

Sports uniform jerseys may be worn on game days. Students must wear a white t-shirt, grey PE shirt, or school polo shirt underneath tank top jerseys.

Shoes must be heavy-duty, flat, athletic shoes in solid black or white, with black or white shoelaces (or Velcro). Shoes may not have colored piping, soles, logos, laces, eyelets, patterns, or decorations. No high-top shoes are allowed. Boys and girls may wear flat black dress shoes on non-PE days.

Uniforms are available at the Dennis Uniform Manufacturing Co., 4217 Ponderosa Ave., Suite D, San Diego, CA 92123. Call (858) 573-1804 for assistance. Uniforms items are also available for purchase online at [www.dennisuniform.com](http://www.dennisuniform.com). The St. Michael's School code is D65.

## **FULL DRESS UNIFORM**

On certain days throughout the school year we require full dress uniform. On full dress days, boys must wear long uniform pants, and girls must wear a jumper in grades K-4 or skirt in grades 5-8. (Girls in grades 6-8 may wear either the plaid or grey skirt). All students must wear a white polo shirt with the **shield** logo. Regulation sweaters (red or grey crew neck sweater for boys, and a red crew or navy cardigan sweater for girls) must be worn from October through April. (In the event of high temperatures, students/parents will be notified, and this requirement will be waived.) Eighth grade boys are permitted to wear white, long-sleeve, button down collared shirts and a tie in lieu of a sweater. No sweatshirts, shorts, capris, PE, or sports uniforms are allowed on full dress days.

## **UNIFORMS ON HOLY DAYS OF OBLIGATION, ALL MASS DAYS, AND ALL WEDNESDAYS**

In keeping with the solemnity of the occasion, students are expected be in full dress uniform on all days we attend Mass throughout the year, to include Wednesdays and all Holy Days of Obligation.

## **CRUSADER DRESS CODE**

At least one day per month students will be permitted to wear Crusader t-shirts or school polo shirts with long navy blue jeans, or blue uniform shorts, capris, or pants. Uniform socks and shoes are expected on Crusader Dress Days. These special dress days will be announced and posted on the school calendar found on RenWeb.

Students in Grade 8 may wear high school spirit shirts and sweatshirts to school for Crusader Dress Days beginning in March after high school acceptance letters are received.

Teachers may permit students to wear Crusader Dress for Field Trips.

## **NON-UNIFORM DRESS CODE**

On rare occasions, non-uniform dress days will be permitted. These special dress days will be announced and posted on the school calendar found on RenWeb. Clothes that are worn to school must be clean and neat. If non-uniform dress clothing does not impede activity, students do not need to change for PE.

Clothes that are worn should reflect an inner spirit of Christian concern for self and others. Shirts depicting a skull and crossbones, alcoholic beverages, or which degrades a group or culture may not be worn. The following items **may not be worn** on non-uniform dress days:

- Sagging or oversized pants or shorts
- Skirts, dresses, or shorts shorter than 3" above the knee
- Frayed, ripped or torn clothing, or clothing with holes
- Bike shorts
- Skinny jeans, jeggings, leggings, or yoga pants
- Spaghetti strap tops, Tank tops, Tube tops, Halter tops, Bare-midriff tops
- Sandals, Flip Flops, or Platform shoes of any kind

Though dress shoes look nice, they may not be suitable for safe play. We recommend that students wear lace-up leather or heavy-duty tennis shoes on non-uniform dress days. (Exceptions may be made for Grade 8 students during special occasions such as May Crowning.)

## **SPECIAL HOLIDAYS**

On certain days during the school year, we allow themed attire. These days include but are not limited to:

### **Halloween (October)**

Students are permitted to come to school in costumes on Halloween or the designated date for the celebration. Students may not bring weapons/swords or have their faces/heads covered. Costumes should not be bloody, gory, or satanic; no cross-dressing is permitted; and no costumes that are too short, have bare midriffs, or spaghetti straps, or that make fun of any culture are allowed.

### **Christmas (December)**

The last day of school in December, before Christmas vacation, is designated as Christmas Dress Day. This is a dress-up day. Girls should wear dresses or skirts and boys should wear dress pants and shirts. Christmas sweaters are permitted. Alternately, students may dress in school uniform.

### **Valentine's Day (February)**

Students may come to school in navy blue jeans with a red, white, or pink top. Students may dress in school uniform as well.

### **Mardi Gras: Crazy Hair/Crazy Dress Day (February or March)**

The day before Ash Wednesday, students are invited to wear crazy dress (mismatched), while still following the non-uniform dress code policy, and they may put temporary dye in their hair. Students may dress in school uniform as well.



### **St. Patrick's Day (March)**

On St. Patrick's Day students may come to school in navy blue jeans with a green top, or students may dress in school uniform.

### **May Crowning (May)**

Eighth Grade: Girls are expected to wear a modest dress. No spaghetti straps or strapless dresses may be worn, unless shoulders and back are completely covered with a shawl or sweater. Boys should wear dress pants and a dress shirt with a collar and tie. All students should wear dress shoes (flats for girls). Girls may not wear make-up.

Second Grade: all students wear their First Communion attire.

### **Last School Mass (June)**

Grade 8 students will wear the same attire as May Crowning. All other students should wear "dress up" attire.

### **Graduation (June)**

Graduating students will wear red graduation gowns (no caps). These will be distributed prior to graduation. Girls should wear a knee length dress and dress shoes with heels that are no higher than 3" as they will have to walk up the steps to the stage to receive their diploma. Boys should wear a dress shirt and tie, dress pants, and dress shoes under their gown.

Parents may purchase graduation leis but students are asked not to wear them during Mass. There will be an opportunity during graduation for you to present leis or flowers to the graduate.

### **ACCESSORIES**

- No students may wear make-up (eye shadow, mascara, eye liner, blush, lipstick). Grade 8 girls may wear a light foundation.
- Grade 8 girls may wear pale pink nail polish. No other students may wear nail polish. French tip nails and fake fingernails are not to be worn.
- Nails must be trimmed short; girls may not have long fingernails.
- Girls may wear simple head bands, ribbons or barrettes of school colors (**red, white, or blue only**) without ornamental materials. Students are not allowed to wear any clip-on hair extensions or accessories.
- Dangling or large earrings are not permitted (post earrings only). One pair of earrings is preferred but a maximum of two pairs of post earrings may be worn at one time. Boys are not permitted to wear any earrings.
- A maximum of only one (cause) bracelet, one necklace, and one ring may be worn at any time. Large rings with ornamental designs are not permitted. **A crucifix or religious medal is the only necklace permitted.**
- Ponytail holders or rubber bands may not be worn as bracelets.
- Judgment as to the appropriateness of any jewelry is at the discretion of the classroom teacher.

## **HAIR**

Hair should be in a conservative hairstyle and must present a groomed and clean appearance. No hairstyle that would be a distraction to the educational welfare of students is permissible. **No dyes (temporary or permanent), bleaching, or highlights are allowed.**

Boy's hair length must be cut above the ears and above the shirt collar. Bangs for both boys and girls should not hang over the eyes. No Mohawk, rat-tail, skin-head, spiked above 1", stripes, or designs are acceptable.

## **LOSS OF PRIVILEGE**

A student will lose the privilege of non-uniform dress if he/she disregards the above regulations. When there is a question, the appropriateness of the attire will be decided by the administration.

## **III. STUDENT INFORMATION**

### **AWARDS RECEPTION**

In the Spring, St. Michael's School hosts an Awards Reception for students in grades 7 and 8. Teachers nominate students for exemplary achievement in academic and co-curricular classes, service, leadership, and citizenship. Students who will be recognized will be notified by email and will be sent an invitation in the mail.

### **BACKPACKS, BOOKS, AND LOCKERS**

Students are expected to take proper care of their books and belongings. They should ensure that desks and cubbies are neat and orderly, and they must assist in helping keep the common areas clean.

Students in grades 5 and 6 must place their backpacks against the wall or outside the classroom during class time. All books, papers, and personal belongings must be stored inside the backpack. Students in grades 7 and 8 will be issued locks and lockers. All books, papers, and personal belongings must be stored inside the locker.

- Lockers and locks are school property; a student assigned a locker and lock has exclusive use but not proprietary rights
- Students taking a locker not assigned to him/her will have his/her belongings removed from that locker
- Only school locks supplied by the school may be used; all other locks will be removed
- Lost locks will be replaced at a fee of \$15.00 each
- Lockers must remain locked when not in use; locks left unlocked during the day will be removed and held in the South Campus office
- Lockers are inspected periodically and the school reserves the right to open lockers on suspicion of illegal or hazardous content
- Stickers, decals, and graffiti are not allowed inside or outside the lockers
- If combination numbers are misplaced or forgotten, or if there is a problem with locks or lockers, students should contact the South Campus office
- Lockers are to be cleaned out on the final day of school; contents remaining in lockers after that date will be discarded

## **CELL PHONE POLICY**

Students must keep cellular phones turned off and in their backpacks while on campus. Students may not use cell phones anywhere on campus, in the courtyard, or while waiting in the pick-up lines after school, unless permission is granted by a supervising teacher. Students may only use cell phones to communicate with parents/guardians. A student who abuses this policy will have his/her phone confiscated and will be assigned detention. Phones must be retrieved from the school office by a parent in person. Parents should not attempt to communicate with their children via cell phone during the day.

## **ELECTRONICS**

Students may not bring electronic games to school; however, in certain instances, it may be valuable for students to bring personal educational electronic devices such as iPads or Kindles. Please speak directly with the classroom teacher before sending a device to school with your child. The school will not be responsible for lost or stolen property.

## **LUNCH PROCEDURES**

Students are to SIT at assigned seats/tables for lunch. Appropriate table manners should be exercised, students must clean up after themselves, and students may not throw food or utensils. Food may be eaten only in the assigned area. No food may be taken into any play areas or restrooms. Students are discouraged from packing their lunches in paper or plastic bags and should instead use closable lunch boxes or sacks.

Lunch/play times are as follows:

- K-1     Eat from 11:35 AM – 11:50 PM  
          Play from 11:50 PM – 12:05 PM
- 2-3     Play from 11:35 AM – 11:50 PM  
          Eat from 11:50 PM – 12:05 PM
- 4-5     Play from 11:35 AM – 11:50 AM  
          Eat from 11:50 AM – 12:05 PM
- 6-8     Eat from 11:35 AM – 11:50 PM  
          Play from 11:50 AM – 12:05 PM

Students on South Campus may visit the library during their lunch play time. Students in Grade 8 only may eat and congregate in the courtyard during lunch time.

## **MIDDLE SCHOOL SOCIAL**

Student Council may sponsor one or two mixed social events for students in grades 7 and 8 throughout the year. The purpose of these events is to promote camaraderie and teach social etiquette. Only St. Michael's School students in good academic/behavioral standing may attend. Students will be expected to follow dress code and behavioral standards. **We neither encourage nor support students "dating" in Middle School, therefore, students ARE NOT to attend these events as couples.**

Students must attend school for at least half of the school day (3.5 hours) on the day of the social in order to attend the social.

## **PLAYGROUND RULES**

- Students are to play in the designated play areas.
- Games which are unsafe for students or which may cause property damage are not allowed. Examples are: tackle football; fighting; play fighting; rough play; throwing stones, gravel, dirt, or sand; bouncing or throwing balls against the walls or any part of the building; punting or throwing balls into the air with no known receiver.
- Students injured on the playground are to report the injury to the playground supervisor. If students cannot report the injury because of its severity, they should send a classmate.
- Students must not climb trees, banks, fences, walls or gates, nor may they walk on the retaining walls or drainage ditches. Students must not sit or slide on banisters.
- At no time is a student permitted to reclaim a ball outside of school grounds. Instead, the supervisor on duty must be contacted.
- All students must use the playground equipment appropriately.
- When the bell rings, students are to walk directly to their assigned areas.
- Students may not lean against any building with feet against the wall.

### **Climbing Wall**

Children may not use the climbing wall unless an adult supervisor is present. This includes any time during school or after school. Students may not:

- Sit on top of the wall
- Climb up and over the wall
- Jump from the top of the wall
- Push, pull, or interfere with others who are climbing
- Hide behind the wall

### **USE OF SCHOOL RESTROOMS**

Recess times are scheduled to provide an opportunity for students to use the restroom during the school day. If a trip to the restroom is necessary at times other than recess, the teacher's permission must be obtained by the student. Restrooms are not places to play or socialize. Students are responsible for using ordinary care to help maintain the cleanliness of the restrooms. Major maintenance problems should be reported to the office. At no time may food, drink, pens, or pencils be taken into restrooms.

## **RIGHT TO AMEND**

**In all school policies, the principal, in consultation with the pastor, retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.**